



# Grande Prairie <sup>and District</sup> Catholic Schools

## Job Description

### ACCOUNTING CLERK (TECHNICIAN)

|              |           |
|--------------|-----------|
| Date Created | June 2018 |
| Date Amended |           |

---

#### **Reports To**

Secretary Treasurer

#### **Summary**

The Accounting Clerk is responsible for the accurate and timely processing of various accounts payable and accounts receivable transactions including but not restricted to invoices, expense claims, purchasing cards reconciliation, processing payment, and verifying vendor accounts balance to accounts payable records. Other responsibilities include responding to vendor and client inquiries, and liaising with District schools and department areas on matters pertaining to respective account payable processing. Enter and balance all cheques, cash and debit machine transactions into accounts receivable for deposit. Complete deposit and take to the bank. A sound knowledge of District policy and procedures is required for this position as well as possessing knowledge and experience in using the SRB accounts payable and purchasing modules.

This position shall provide routine accounting functions, report preparations, and support to school finance secretaries. This position shall make payments on invoices within a time allotment in accordance with district policies. All functions are performed in accordance to policies and procedure, laws and regulations.

#### **Qualifications**

##### **Formal Education**

- Two-year Accounting/Business Diploma plus two years directly related experience, or a combination of directly related education and experience

##### **Experience**

- Experience in accounts payable/receivable is highly desirable
- Three years of accounting experience
- Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform the position may be considered

**Competencies**

- Awareness of the District's business processes
- Working knowledge of SRB Accounts Payable and Purchasing modules
- Working knowledge of Microsoft Excel, Word, and Outlook
- Working knowledge of various District Policy and Procedures
- Ability to respond to changing priorities and critical deadlines
- Strong organizational skills
- Ability to plan, organize, and establish priorities related to assigned duties
- Ability to utilize personal computer software
- Knowledge of general accounting principles and cash control standards
- Skill in applying basic mathematics to work responsibilities
- Ability to establish and maintain effective working relationships with schools, departments and vendors
- Ability to communicate effectively orally and in writing
- Ability to maintain a high level of ethical behavior and confidentiality of information, as required by law
- Ability to work independently with a high degree of accuracy and organization
- Ability to handle multiple tasks in a professional and courteous manner
- Experience in computerized accounting systems
- Ability to analyze and present numerical data in tables, spreadsheets, and forms
- Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements
- Ability to read, understand, and calculate financial figures such as discounts, interest rates, proportions, percentages, and taxes
- Basic knowledge of budgets, and internal controls
- Meticulous attention to numbers
- Demonstrated time management skills
- Ability to manage time efficiently
- High level of integrity and excellent work ethic
- Ability to work well independently and collaborated as part of a team

**Duties and Responsibilities**

- Process accounts payable cheques
- Review and reconcile statements received from vendors and ensure prompt payment of invoices
- Ensure no duplication of payment occurs
- Prepare, process, and code all invoice in accordance with district chart of accounts
- Ensure coding and approval are accurate and within approval limits
- Maintain files on all vendors and resolves billing issues with vendors

- Process reimbursements for all District employees
- Maintain accurate files on all vendors
- Keep supervisor informed of potential problems or unusual events
- Process accounts receivable
- Complete weekly deposit for district and education foundation
- Follow up on outstanding payments from customers
- Issue accounts receivable statements
- Respond to accounts receivable and accounts payable inquiries by vendors, schools, and customers concerns in a timely manner
- Assist in the preparation of all required reports by the supervisor
- Act as the first line contact with vendors or clients regarding billing questions
- Process and enter invoices for payment and check for accuracy
- Organize filing of all appropriate documents
- Prepare monthly payroll remittances
- Maintain a professional appearance, demeanor, and attitude at all times
- Other duties as assigned

### **Work Conditions**

- Interaction with customers/clients, and the public at large
- Extended periods of sitting
- Operation of desktop computer and peripherals
- Occasional overtime
- Working independently and team office environment

### **Health and Safety**

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

### **Acknowledgement and Agreement**

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_